

Punjab State Electricity Regulatory Commission
SCO No. 220-221, Sector-34-A, Chandigarh

No 33/2019/02

VACANCY CIRCULAR

Applications are invited from eligible persons for filling up of 01 post of Joint Director/Technical, 01 post of Personal Assistant, 01 post of Sr. Assistant, 04 posts of Sr. Scale Stenographer on deputation/contract basis and 01 post of Staff Consultant/Technical(Regulations) on contract basis. The detail of qualifications, qualifying service and nature of experience prescribed for the post(s) as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations,2015, is as under:-

Sr. No.	Post	Minimum Qualification and Experience
1	Joint Director/ Technical (1 post)	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical /Mechanical/Electronics& Communication Engineering.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working on the post in the scale of Rs.37400-67000 + 8700 Grade Pay. or Minimum 6 years experience of working on the post of Sr.XEN / equivalent in the scale of Rs.15600-39100 + Rs.7600/- Grade Pay. or Minimum experience of 15 years of working in power sector out of which two years experience in a senior assignment relating to Electricity laws, regulatory, commercial affairs, and other activities relevant to the working of the Commission.</p> <p>c) <u>Nature of Experience</u> Familiarity with Electricity laws, Regulatory affairs and latest techno-commercial development in the power sector. Preference shall be given to candidates with exposure in matters relating to techno-economic appraisal of power projects/schemes, tariff setting, demand side management, power system planning, operation and other activities relevant to the working of the Commission.</p>

2	Personal Assistant (1 post)	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of PA/Equivalent post.</p> <p style="text-align: center;">or</p> <p>Minimum 5 years as Sr. Scale Stenographer / Equivalent post</p> <p style="text-align: center;">or</p> <p>Should have an overall experience of 7 years in Stenography/Computer typing with proficiency in English typing (40 wpm).</p> <p>c) <u>Nature of Experience</u> i) Should have working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications. ii) Matric pass in Punjabi language.</p>
3	Sr. Assistant (1 post)	<p>a) <u>Minimum Educational Qualifications</u> : Graduate in any discipline from a recognized University and should have passed Ministerial Accounts Examination/Senior Assistant accounts examination conducted by the State Government/PSPCL or similar entities;</p> <p>b) <u>Qualifying Service:</u> Minimum Ten years experience of working on regular basis out of which atleast five years must be on analogous post in Government/Public Sector Undertaking;</p> <p>c) <u>Nature of Experience</u> Minimum of five years experience at secretariat level. i) Working knowledge of Computer. ii) Matric pass in Punjabi Language.</p>
4	Sr.Scale Stenographer (4 posts)	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Stenographer.</p> <p style="text-align: center;">or</p> <p>Should have an overall experience of 3 years in Stenography/Computer typing with proficiency in English typing (40 wpm).</p> <p>c) <u>Nature of Experience</u> i) Should have working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications. ii) Matric pass in Punjabi language.</p>

Pay, Allowances and other terms & conditions

The eligibility criteria, pay, allowances and other terms & conditions of the service will be as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees)

Regulations, 2015 notified vide notification dated 24.12.2015 available on Commission's website www.pserc.in.

The selection will be made by the Selection Committee keeping in view the suitability for the post on the basis of qualifications, qualifying service and nature of experience. The term of appointment shall be as per the Regulations, however, initial period of 3 months will be on probation (for contractual employees) during which the services can be terminated at any time without serving any notice. Stenography and Type test will be conducted for the post of Personal Assistant and Sr. Scale Stenographer. Noting/drafting test will be conducted for the post of Senior Assistant.

Engagement of Staff Consultant

Applications are also invited from eligible persons for engagement of 01 number Staff Consultant on contract basis to assist the Commission in its day to day functions. The details of qualifications/eligibility criteria and other terms & conditions for the post are as under:-

Post	Minimum Qualification and Experience
Staff Consultant/ Technical (Regulations) (01 no.)	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical /Mechanical/Electronics& Communication Engineering.</p> <p>b) <u>Qualifying Service</u> Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post in the scale of Rs.15600-39100+7600 Grade Pay. or Minimum 7 years experience of working on the post of AE/equivalent in the scale of Rs.15600-39100 + 5400/- Grade Pay. or Minimum 7 years of experience of working in power sector out of which minimum of two years experience relating to power distribution, regulatory/commercial matters and tariff setting in a large scale power utility.</p> <p>c) <u>Nature of Experience</u> Familiarity with Electricity laws, Regulatory affairs and latest techno-commercial development in the power sector. Preference shall be given to candidates with exposure in matters relating to techno-economic appraisal of power projects/schemes, tariff setting, demand side management, power system planning, operation and other activities relevant to the working of the Commission.</p>

Terms and Conditions

- The Staff Consultant will be paid fixed monthly emoluments depending upon qualifications and experience as decided by the Commission.
- The term of engagement will be for one year, however initial period of 3 months will be on

probation during which the services can be terminated at any time without serving any notice and without assigning any reason.

Applications complete in all respect and supported by photocopies of all certificates related to education qualification, qualifying service, nature of experience be submitted on specified proforma to the undersigned **latest by 07.03.2019**. Serving employees should submit their applications through proper channel with an advance copy to the Commission within specified period. Applications received late or without supporting documents shall not be considered.

Secretary

PROFORMA OF APPLICATION

1. Name of the Applicant:.....
2. Name of the post applied for.....
3. Date of Birth.....
4. Present Address with telephone no.....
5. Present post held.....
6. Name of Office/Department where presently employed.....
7. Date of appointment to the present post
8. Present Grade pay & scale of pay
9. Educational qualifications
10. Details of Employment: (Enclose a separate sheet duly authenticated by your signature, if the separate space below is insufficient).

Paste self attested passport size photograph here

Name of the office/Orgn.	Post held	Nature of appointment whether regular, ad-hoc, deputation, contract etc.	From-To (Dates)	Scale of pay and basic pay & GP	Nature of experience

Signature of the Candidate